

Food Service Employees Categorical Programs Time Reporting Frequently Asked Questions

1. How do we know if the Food Service staff is using the correct Personal Activity Report (PAR) form?

The Food Services Manager (FSM) can download the correct form under Human Resources tab on the Food Service Division (FSD) website. On the bottom right corner will be the revision date. The most current form is dated Aug. 2017.

2. Does the Cafeteria staff still need to fill out the Semi-Annual Certification?

No. With implementation of the PAR timesheet which reflects hours worked in each program, there is no need to collect this form.

3. Does the Time Reporter need to break down each line item from the PAR sheet when reporting time in SAP?

No. The Food Service manager will review and confirm the hours per line and add up the subtotal of the PAR sheet. The time reporter will report the subtotals using the short cut keys.

4. Where does the employee record the paid “Break” time? Breaks are considered Compensated Time Off (CTO). For that reason, the “break” is captured towards the bottom of the PAR sheet with all other CTO (Illness, Vacation, etc.)

5. How is the “Break” time reported?

Time reporters should time report the break by adding the time to the subtotal of the program the employee spent the majority of the day working for.

Ex: The employee spent the day performing duties predominately in NSLP (short key 1) equaling 3.83 hrs. Therefore the break (.17) can be added to the sub total for short key 1.

6. When should I use short key 4 (SFSP)?

During the regular school year (mid-August through early June), school based time reporters should not be utilizing short key 4 for any reason.

7. Is it necessary to report time for TMS9 status employees?

Yes. Employee with TMS9 status must have their time reported using the short cut codes.

8. Does the time on the District time card have to reflect the time worked on the PAR form?

Yes. District time cards indicate the sign in and sign out time for each employee. The time reported must be the exact same time reported on the PAR form (sign in/ sign out section) and will reflect total hours worked for each day.

9. Do Area Food Services Supervisors need to sign off on the Manager PAR sheet?

No. The Food Services Manager does not need a secondary signature on his/her own PAR timesheet.

10. Who is authorized to sign off on additional time, mileage, or certification of absence forms?

The Area Food Services Supervisor (AFSS) should sign off on these forms. However, for certain circumstances, the Site Administrator at the school may be utilized as the designee.

11. Are digital signatures acceptable?

Digital signatures are acceptable on Adobe PDF files provided the digital signature is password protected and encrypted. Examples of Food Services forms that may have the ability to use a digital signature are the Mileage and Additional Time form.

12. How often should mileage requests be submitted?

Managers and workers that drive their personal vehicle on behalf of the District must provide their mileage form with approval every pay period along with their PAR timesheet.